

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

5/17	<u>CUSTODIAL FIELD COORDINATOR</u>	
Effective Date	Job Title	Index

PURPOSE

Improving student achievement by leading the performance through a variety of duties necessary for the planning, organizing, training and coordinating of cleaning, building related support and minor maintenance activities of district facilities in a given service area.

CLASS CHARACTERISTICS

This is the lead level of the Custodian series and is a Professional Technical position. Positions in this class perform the most supervisory type duties in the class series excluding hiring and firing. This class is responsible for the overall operations of multiple sites within the District, including but not limited to training and evaluation of custodial employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed periodically to assure conformance and to measure results.

Exercises functional and technical supervision including written evaluations for assigned custodial personnel.

ESSENTIAL FUNCTIONS OF THE JOB – May include, but are not limited to the following:

Training, directing, and assisting in evaluating the performance of other employees.

Providing on-site planning and coordination of work activities of custodial personnel in a given service area.

Ensuring that all operating records and logs for custodial and building equipment, including air conditioning and heating plant equipment, are in order and current.

Receiving and considering initial approval for supply requests from building custodians for cleaning supplies, light bulbs, paper towels, etc; assuring efficient use of materials and maintaining supply account balances for each site in the service area.

Determining equipment needed at sites and arranging for, or delivering equipment such as floor scrubbers, buffers and shampoos.

Salem-Keizer Public Schools Custodial Field
Coordinator (cont.)

Enforcing work schedules assigned by supervisor; making changes as needed to maintain service levels and informing supervisor and affected parties of those changes.

Meeting with building administrators in service areas to discuss building needs and to solicit feedback on work performance of the assigned custodians.

Inspecting carpets and other floor surfaces, establishing schedules and priorities for the floor maintenance and directing the activities in their service area.

Providing ongoing training including ability to demonstrate use of equipment in areas relating to cleaning, minor maintenance and building operations.

Assures the development, accuracy, and use of building operation manuals to guide the work in each building.

Submitting maintenance work orders for major repair work needed in the service area.

Thoroughly inspecting facilities at least once each month with interim inspections as needed to ensure that district standards are being met; preparing reports on inspections including trends and action plans.

Promoting knowledge of and daily use of the District Quality Assurance Model.

Promoting knowledge and daily application of Department, team, and Business & Support Services goals and initiatives.

Assisting the Managers in Facilities with special projects related to building operations.

Maintaining regular and consistent attendance and punctuality.

Responding to calls from or about schools and departments for planned, unplanned, and emergency assistance on a 24-hour basis.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Operating building management control systems including but not limited to heating plants and air conditioning equipment.

District standards for maintaining buildings and grounds in a safe, clean and orderly condition.

Applicable safety rules and practices.

Modern custodial methods and procedures for cleaning, preserving and maintaining buildings, equipment and grounds.

Methods, materials, equipment and tools used in building and grounds maintenance work.

Principles and practices of supervision and department standards for training.

Salem-Keizer Public Schools Custodial Field
Coordinator (cont.)

Basic computer skills.

Ability to:

Evaluate the performance of other employees.

Develop and implement custodial programs and procedures.

Evaluate and establish work priorities.

Coordinate the work of other employees.

Read and understand blueprints.

Read and understand technical writing.

Prepare building operation manuals, reports and budget information.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Train custodial employees in all facets of work

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in custodial and building maintenance, including one year of lead responsibility.

Experience with customer service skills preferred.

Training:

Equivalent to the completion of the twelfth grade.

Possession of or ability to obtain and maintain a valid Oregon driver's license.

The following certifications are all preferred:

Asbestos removal certificate, Energy conservation certificate, Indoor air quality certificate, Building operator training, Boiler training/HVAC training, Highlift/forklift certificate, Respirator training.

Work Environment:

This work is done inside and outside of school or district buildings, and may include a variety of climates, as well as solvent odors. Frequent bending, lifting, standing, twisting, crawling, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb. loads on occasion, and 50 lb. loads repeatedly throughout the day. Safety equipment is available for use.

PHYSICAL REQUIREMENTS

Light Repetitive Work:

Floor level: occasionally; scraping gum, pulling staples

Knee level: occasionally; cleaning desks

Waist level: continuously cleaning desks, vacuuming

Shoulder level: frequently; cleaning shelves, gathering supplies

Overhead level: frequently, changing light bulbs, dusting, washing windows

Bending: frequently; toilet bowls, tables

Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet.

Squatting: picking up items from the floor

Kneeling/crawling: awkward positions, i.e. cleaning the base of desks, pulling staples out of carpet.

Garbage Cans: lifted up and dumped into dumpsters

33 gallons: 24 pounds

40 gallons: 40 pounds

33 gallons from kitchen: 68 pounds

40 gallons from kitchen: 80 pounds

Empty round: 7 pounds

Empty square: 20 pounds

Average dumpster height: 54 inches

Vertical lift: ranges from approximately 24 inches to 80 inches

Frequency of lifts 3-4 per shift

Floor scrubber: 110 pounds (2 person lift)

Multi-purpose vacuum: 47 pounds, carried up the stairs

Wet/dry vacuum: 100 pounds pulled up the stairs, dry; 130 pounds, wet (not pulled up the stairs)

Mop and bucket (dry): 25 pounds carried up the stairs.

Desk: 40 pounds, 29 inches to 43 inches vertical lift.

5 gallon bucket of wax: One bucket: 21 inches to 29 inches vertical lift. Two buckets: 90 pounds, carried up stairs; one in each hand. Three buckets: 135 pounds pulled up stairs on a hand-truck.

Can Liners: 23 pounds, lifted onto shelf 71 inches high

Case of Toilet Paper: 48 pounds, lifted onto shelf 71 inches high.

Case of Paper towels: 39 pounds, lifted onto shelf 71 inches high.

Push (static): 80 pounds of forces at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 78 pounds, 80 pounds, and 82 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Pull (static): 110 pounds of force at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 90 pounds, 110 pounds, and 140 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Salem-Keizer Public Schools Custodial Field
Coordinator (cont.)

Salem-Keizer School District is an equal opportunity employer.

Position: Custodial Field Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____